



Evergreen Indiana Request for Information

The following information should be emailed or otherwise delivered to the Evergreen Indiana Coordinator. A migration date will be assigned when the Membership Agreement, Code of Ethics, Board Resolution and this document are received.

1. How many patrons does your library currently have?
2. Does your library have any reciprocal borrowing agreements? If yes, please describe.
3. How many items does your Library own?
4. How many titles does your Library own?
5. Please send a photocopy of 10 item barcodes and 10 patron card barcodes/library cards. Do have different types of barcodes on your items? If yes, please send copies of both types. For example, some libraries used six digits and then 10 digits. Please look around your collections and send examples of all barcodes used in the past.
6. Confirm the number of branches your library has:
7. Do you have a bookmobile?
8. What is the name of current ILS (e.g., Sirsi, Winnebago, Follett)?
9. Is your library under maintenance, service, license or other ILS contract? If yes, please describe. What is the date the contract expires?
10. Does your library store patron and bibliographic data on a server onsite, or does your ILS or other vendor host your data?
11. Does your library use a SIP connection for any products (e.g., print management, PCop)?
12. Provide the name, email and phone number of a designated contact person at your library for migration purposes.
13. Provide name, email and phone number of a designated contact person if you use an outside tech support vendor.
14. Provide an email account for use with overdue and hold email notices. Many libraries set up a new account (e.g., SmithLibraryNotices@gmail.com).

Legacy ILS information – Please try to answer as accurately and completely as possible. This information is important for Evergreen Indiana’s reported statistics. If you can’t answer a question, delete the blue numbers and leave it blank.

Capitol Costs

- 1) Legacy ILS name: *(Example: Sirsi, etc.)*
- 2) Cost for required or desired legacy ILS system upgrades: *\$XX,XXX*
- 3) Anticipated migration costs if chosen ILS other than Evergreen: *\$XX, XXX*
- 4) Equipment costs: *\$X,XXX*

Annual Costs

- 5) Legacy ILS Annual Maintenance and/or Support Fees: *\$X,XXX*
- 6) Legacy ILS License Fees: *\$X,XXX*
- 7) Technical Support Costs: *\$X,XXX*
- 8) Other – Describe: *\$X,XXX*